Bryan Collegiate High School

Memorandum of Understanding between

Bryan Independent School District and Blinn College District

This Memorandum of Understanding (MOU) is between the Bryan Independent School District (BISD) and Blinn College District (Blinn) which are located in Bryan, Texas (collectively referred to as the "Parties"). This Memorandum of Understanding is entered into as of July 1, 2022.

The purpose of this MOU is to outline the intended collaboration of the Parties, as listed above, in maintaining a four-year early college high school, denoted as Bryan Collegiate High School (BCHS). As an Early College High School, BCHS offers traditionally underserved students (high percentage of at-risk students, economically disadvantaged students, and first time college bound students) an opportunity to complete a high school diploma and earn college credit hours towards Associate’s and Bachelor’s degrees. BCHS will serve grades 9-12, but could potentially expand to serve grades 6-8 as well. During their attendance at BCHS, students will develop a commitment to learning, a capacity for critical thinking, an understanding of their future role as community leaders, and the academic skills and technical competencies necessary to achieve success in higher education and in the workforce.

TERM
The term of this MOU shall commence on July 1, 2022 and will terminate on June 30, 2026 unless renewed or extended by the Parties.

LEADERSHIP
The Parties will create a leadership structure that meets regularly to address issues of design and sustainability. The leadership team shall include and meet as needed with the following leaders or their designees:

- School District, Bryan Independent School District
  - Superintendent
  - Associate Superintendent of Teaching & Learning
  - Bryan Collegiate High School Principal

- Institution of Higher Education (IHE), Blinn
  - College Chancellor
  - Vice Chancellor of Academic Affairs
  - Vice Chancellor of Student Services
  - Director of Dual Credit

BCHS ORGANIZATION AND FACILITIES

BCHS is located at 1901 East Villa Maria Road, the Lamar Campus of BISD in Bryan, Texas, approximately one mile from the Blinn Bryan campus. Blinn agrees to provide access for all BCHS students to all of their main campus facilities (library, bookstore, food services, learning center, computer labs, etc.). Blinn College is also committed to providing faculty for the respective Blinn College courses taught for the BCHS ninth
through twelfth grade levels. BCHS will provide classroom space and the necessary equipment for all Blinn courses taught on the BCHS campus. BCHS students must adhere to Blinn’s policies and code of conduct requirements. Failure to do so, may result in revoking individual student privileges.

SERVICES, RESOURCES, AND FINANCIAL MODEL

BISD and Blinn will cooperatively establish a learning community that blends high school and college, instilling a college-bound culture among the BCHS students.

Through this cooperative arrangement, BISD will provide:

a. Faculty and staff for the management and instruction of high school requirements and courses.
b. Facilities near Blinn sufficient to allow BCHS to function as a stand-alone high school campus.
c. Students meeting the admissions criteria will be accepted for enrollment at BCHS regardless of the student’s attendance zone under the guidelines of BISD board policy FDA. No student will be accepted/admitted who does not reside within Bryan ISD except in the following circumstances:
   - If a resident BCHS student moves outside the district then in accordance with FDA LOCAL, any student in grades 9-12 who moves outside the District may apply to remain enrolled for the remainder of high school on a tuition basis.
   - Children of nonresident BISD employees in accordance with BISD board policy FDA Local; A nonresident employee may request that his or her child be admitted into District schools by filing an application with the Superintendent or designee. Transfers shall be granted for one regular school year at a time, on a tuition-free basis. When the parent or guardian is no longer employed by the District, the student may continue his or her enrollment in the District until the end of the semester in which the employment termination took place.

Through this cooperative arrangement, Blinn will provide:

a. College-level courses offered at the BCHS campus from the ninth through twelfth grades. Blinn courses taken in the summer by BCHS students will be paid for by the respective student, except by recommendation of the Blinn and BCHS leadership, with final approval by Blinn administration. To develop and maintain a sustainable financial model, Blinn will receive tuition/fee reimbursement from Bryan ISD each long semester. BISD will be charged $150 per course per student when Blinn provides an instructor and $42 per course per student when Blinn does not provide an instructor.
b. Dual credit courses and instructors as established herein
c. The College will provide adequate instructional support services, including advising and counseling, to meet the needs of BCHS students similar to those it provides for Blinn students. Appendix B establishes common advising strategies and terminology related to dual credit and college readiness.

The designated academic advising contact for dual credit is:

Shannon Wiliford
Director, Dual Credit Programs
979-209-8218
shannon.wiliford@blinn.edu

d. Blinn student IDs for all BCHS students enrolled in Blinn
e. The option for BCHS students to participate in Blinn student clubs and organizations
f. Allow BCHS students the same access to IHE facilities, services & resources as all other Blinn students
g. The school district will initiate the process for Disability Services course accommodations by providing students with the required documentation outlining required accommodations and services under an Individual Education Plan (IEP). It is the student's responsibility to turn in the documentation to the Office of Disability Services at the College.

FACULTY AND ADMINISTRATION

All teachers hired by BISD to teach at BCHS must meet Texas state certification requirements in their subject areas and must be licensed by the State of Texas. BISD faculty will only teach dual credit courses if they (1) meet faculty credentialing guidelines recommended by the Southern Association of Colleges and Schools Commission on Colleges’ Comprehensive Standard 6.2a, Faculty qualifications, (2) have the approval of the cooperating Institute of Higher Education (IHE), and (3) meet Blinn College Faculty Credentialing Guidelines. Faculty of BCHS will participate weekly in an embedded professional development time, as is part of the ECHS model. Faculty of BCHS will be evaluated annually by BISD according to criteria established by BISD and the Texas Education Agency. Any instructor teaching IHE classes, for dual credit, must be evaluated in accordance with THECB and SACSCOC standards by IHE staff.

Faculty from the IHE who teach college courses on the BCHS campus ("Dual Credit Instructors") will be considered faculty of their employed IHE. All dual credit course teachers must (1) meet the faculty credentialing guidelines recommended by the Southern Association of Colleges and Schools Commission on Colleges’ Comprehensive Standard 6.2a Faculty qualifications, (2) have the approval of the cooperating Institute of Higher Education (IHE), and (3) meet Blinn College Faculty Credentialing Guidelines. Instructors for dual credit courses will be selected by Blinn based upon their previous experience and success in one or more of the following areas: teaching freshmen courses, teaching developmental and accelerated courses, teaching dual-enrollment courses, and credentials for teaching college-level coursework. Blinn agrees that any faculty from Blinn selected to teach courses at BCHS will submit to potential evaluative practices, such as classroom walkthroughs, as deemed necessary by BCHS administrators.

All Blinn College employees teaching courses on the BCHS campus will be required to submit to a criminal history background check with BISD, as required by BISD policy and applicable law. This criminal history background check will include fingerprinting and the cost of the fingerprinting will be incurred by BISD. Based on the results of the prescribed background check and fingerprinting, BISD will have the sole discretion on eligibility to teach on BISD campuses.

BISD will appoint a BCHS administrator whose only responsibility is administration of BCHS. The BCHS on-site administrator will have decision-making authority in ISD matters of budgeting, staffing, scheduling, student assessment, curriculum, and professional development in congruence with BISD, BCHS and TEA policy.

COURSES AND CURRICULUM ALIGNMENT

Blinn will provide access to courses that are included in the College’s approved THECB core curriculum, as well as other course options that are major specific, or could serve as electives to all qualified BCHS students. Developmental courses are not available to dual credit students. Kinesiology courses that count towards the high school graduation physical education requirement will not be offered to dual credit students.
For all dual credit courses, Blinn will provide current course descriptions and syllabi as requested by BCHS staff and/or students. BISD will be responsible for ensuring alignment between Texas Education Knowledge and Skills (TEKS) and college course objectives in order to grant dual credit.

BCHS will work with Blinn to ensure the quality and instructional rigor of the dual credit program. BCHS will work with Blinn to vertically align BCHS high school courses with dual credit courses. BISD will allow BCHS to alter the scope and sequence of high school courses as needed to meet the goals of vertical alignment to dual credit courses. See Appendix A for four year plan.

The TEA Toolkit offers information on graduation, college and career resources among others, and can be used as a reference by counselors, students, and families. BCHS will periodically initiate joint professional development for ECHS faculty and college and counselors/advisors (including both district and IHE faculty/staff).

**INSTRUCTIONAL MATERIALS AND CALENDAR**

Information on new and/or used textbooks, workbooks, and other text-related materials will be provided by Blinn at least two months prior to the first day of each new semester. Whenever possible, Blinn will work to allow BCHS to keep books for multiple semesters. Term limits on textbooks are only for those with hard copy books but for courses using Open Educational Resources or First Day Access, students will be provided with information for the text appropriate for that course. Under no circumstances will BCHS students be required to purchase textbooks for Blinn courses. Students will attend Blinn classes at the Blinn College Bryan Campus as well as the BCHS campus. Courses will be composed of dual credit students only or of dual and college credit students. BISD will provide and incur the cost of transportation for BCHS students from the BCHS campus to the Blinn location where the student is enrolled in dual credit classes. BCHS will require students to attend college courses located on the Blinn Campus when in session regardless of ISD district holidays. All high school students enrolled in College academic dual credit class will follow the official College calendar regardless of dual credit class location, course instructional modality, or School District calendar. Neither the College nor the School District shall cancel a class unless it is absolutely necessary. The cancellations shall be processed through the school District administration upon consultation between the appropriate representatives of the School District and the College. If deemed necessary by the College, lost instructional time shall be made up by arrangement with the School District.

**POLICIES: GRADING, STUDENT ENROLLMENT, ATTENDANCE, AND CONDUCT**

Blinn will report a numerical grade as is stated in the dual credit agreement between Blinn and BISD. Blinn will transcript/award college credit earned through dual credit during the same semester that credit is earned. BCHS will follow the Blinn policies regarding make up work and/or late work for all dual credit courses taken by BCHS students.

All BCHS students will be required to complete and obtain a college-ready score on exams required by Blinn such as TSIA, ACT, or SAT requirements. BCHS students must meet all prerequisites for college courses offered through Blinn. Blinn staff will assist with the registration of BCHS students for Blinn courses. BCHS students will be required to complete Blinn assessments or placement procedures.

BCHS will run a semester grading cycle where individual progress reports will be sent home to parents at 3-week intervals with a report card mailed home after the conclusion of each semester. BCHS will obtain BISD board approval for any changes in the BCHS grading and/or make-up/late work policies for high school courses taught.
at BCHS. BCHS will follow the Blinn policies regarding make up work and/or late work for all dual credit courses taken by BCHS students.

In order to continue taking Blinn dual credit courses a student must remain in academic good standing with Blinn. To remain in Academic Good Standing, as stated in the Dual Credit Interlocal Agreement with BISD and consistent with EGA (Local) of the College Board Policies, a student must maintain a cumulative grade point average (GPA) of at least 2.0 (C). The parties acknowledge that the Blinn transcript will only reflect a letter grade. A 2.0 cumulative grade point average is the minimum average required for graduation. If a student drops below a 2.0 they are placed on probation for a semester. If the GPA remains below a 2.0 after the subsequent semester, they are prohibited by Blinn from taking dual credit courses in the future. BCHS dual credit students will not be eligible to apply for a suspension appeal. These students can apply for a suspension appeal after graduation from BCHS, but as a standard postsecondary college student and not a dual credit student.

Blinn is not responsible for maintaining attendance records for BCHS students beyond the records kept for a traditional Blinn student. However, instructors of dual credit courses taught on the BCHS campus will submit daily attendance rosters to BCHS administration. As per Blinn policy, students are dropped from a class after two weeks of absences. Note that BCHS students will follow the course attendance rules of the course provider, Blinn, and will also follow the school attendance policies of TEA and BISD, including BISD criteria for excused absences.

BCHS students will not be penalized for missing any dual credit courses due to standardized testing (ex. PSAT, SAT, ACT, TSIA) or UIL events. BCHS students will observe bad weather day modifications and/or late start modifications as per the Blinn College schedule.

While attending a dual credit course, BCHS students will follow the Blinn protocol for incivility and/or academic misconduct as stated in the Blinn catalog, Blinn College Administrative Regulations, and Blinn College Board Policy. BCHS students, upon being provided notice of these protocols and policies at the beginning of the school year, will be subject to the same penalties for violations of these protocols as any other enrolled college student.

ADMINISTRATION OF STATEWIDE INSTRUMENTS (Subchapter B, Chapter 39)

BCHS will be responsible for all administration of state tests. BCHS will coordinate with Blinn to schedule any missed dual credit classes due to state mandated testing. BCHS students will not be penalized for missing any dual credit courses due to state mandated tests.

PROVISIONS FOR SHARING STUDENT DATA

When considering the dissemination of student data, all FERPA (Family Educational Rights and Privacy Act) guidelines and confidentiality requirements will be followed by BCHS and Blinn. Parent-initiated questions and concerns regarding dual credit coursework and student performance will be handled through BCHS staff. Parents of BCHS students will be discouraged from directly contacting the dual credit instructors employed by Blinn College. Parents of any students receiving special education services will sign a consent to release information. Under this agreement, and in compliance with the Family Education Rights and Privacy Act of 1974 (FERPA), and its implementing regulations found in 34 CFR Part 99, unauthorized disclosure of personally identifiable information shall not be permitted to occur. All persons authorized to have access to the data shall use the data for educational purposes only, shall not release or share the data with any third
parties, and shall return the data when no longer needed for an educational purpose or upon termination of this Agreement. Data will be stored in a secure area and the District shall have access to the data at all times.

EVALUATION, RESEARCH, AND DEVELOPMENT

An evaluation of the program and of the effectiveness of the collaboration will take place each academic year. The results of the evaluation will be reported at the end of each academic year. The evaluation will satisfy all federal and state guidelines for the evaluation of K-12 schools, in addition to any other evaluative guidelines established for the program. BISD and Blinn will collaborate in developing research and evaluation of BCHS. This research and evaluation agenda will examine critical aspects of BCHS (e.g. student academic performance, performance on college standardized tests and state standardized tests, number of college hours earned, instructional effects, curriculum development products, effectiveness of professional development, and impact on educational policy and decision-making).

PROVISIONS FOR CLOSING BCHS

If the partners decide to discontinue operating BCHS, they must meet the provisions listed below:

a. An eleventh-grade cohort, at BCHS, will continue operation through that cohort's scheduled graduation from BCHS.
b. Services to enrolled ninth- and tenth-grade students will be continued through graduation for those cohorts.
c. While in the process of discontinuing operation, BCHS may not enroll any additional students in grades that have been phased out.
d. While BCHS is in the process of discontinuing operation, it must continue to meet all of the required design elements and provide full support for all students enrolled in BCHS.

FISCAL AGENT

BISD will act as the fiscal agent for the purposes of this MOU. Blinn will bill BISD for costs incurred, at the end of each Fall and Spring semester.

RESPONSIBILITIES OF THE PARTIES

Regulatory Requirements

All members of BCHS faculty and administration, as well as any other party connected to the program, must comply with regulations regarding the report of any and all alleged child abuse, school-related crimes, and sexual molestation. The BCHS Advisory Board is charged with ensuring adherence to all applicable regulatory matters, whether local, state, or federal, which affect the well-being of students enrolled at BCHS.

Compliance with the Laws

All signatories to the MOU will be responsible for complying with applicable federal, state, and local laws, rules, mandatory policies, and guidelines. Though identified as partners in this MOU, the Parties are and remain independent legal entities and no legal business relationship is formed or intended to be formed under the performance of this MOU or any subsequent agreement to follow.
LIABILITY AND INDEMNIFICATION

THE DISTRICT SHALL HAVE NO LIABILITY WHATSOEVER FOR OR WITH RESPECT TO BLINN’S USE OF ANY PROPERTY OR FACILITY, OR THE ACTIONS OF, OR FAILURE TO ACT BY, ANY EMPLOYEES, SUBCONTRACTORS, AGENTS, OR ASSIGNS OF BLINN. BLINN AGREES THAT: BLINN SHALL BE SOLELY RESPONSIBLE, AS BETWEEN BLINN AND DISTRICT AND THE AGENTS, OFFICERS, AND EMPLOYEES OF THE DISTRICT, FOR AND WITH RESPECT TO ANY CLAIM OR CAUSE OF ACTION ARISING OUT OF OR WITH RESPECT TO ANY ACT, OMISSION, OR FAILURE TO ACT BY BLINN OR ITS AGENTS, OFFICERS, EMPLOYEES, AND SUBCONTRACTORS, WHILE ON DISTRICT PROPERTY OR WHILE USING ANY DISTRICT FACILITY OR PERFORMING ANY FUNCTION OR PROVIDING OR DELIVERING ANY SERVICE UNDERTAKEN BY BLINN PURSUANT TO THIS AGREEMENT. BLINN FURTHER AGREES TO HOLD THE DISTRICT HARMLESS AGAINST ANY SUCH CLAIMS.

TO THE EXTENT PERMITTED BY LAW, BLINN AGREES TO INDEMNIFY, DEFEND AND HOLD THE DISTRICT HARMLESS FROM AND AGAINST ANY CLAIMS BY A PARTY, ITS CLIENTS, EMPLOYEES, OR AGENTS, OR CAUSES OF ACTION FOR DEATH OR INJURY TO PERSONS, OR LOSS OR DAMAGE TO PROPERTY ARISING OUT OF OR CAUSED BY BLINN’S MAINTENANCE, USE, OR OPERATION OF DISTRICT PREMISES. SUCH DUTY TO INDEMNIFY SHALL APPLY WITHOUT REGARD TO WHETHER THE CLAIM SHALL ARISE FROM THE NEGLIGENCE OF BLINN, THE DISTRICT, OR ANY COMBINATION THEREOF.

MODIFICATION OF THE MOU

This MOU may be modified or amended only by mutual agreement of the Parties in writing, and any such modification or amendments shall be attached and become a part of this collaboration as if set forth herein.

TERMINATION OF THE MOU

Any Party has the right to terminate this MOU upon service of written notice to the other Parties 90 days prior to the date of termination. In this event, the date of termination will be the day after the end of the semester during which the 90-day period expires.

IN WITNESS WHEREOF, the Parties hereto have executed this MOU on this date of June 13, 2022.

Ginger Carrabine
Superintendent
Bryan Independent School District

Mary Hensley, Ed.D.
Chancellor
Blinn College District

Mary Hensley, Ed.D. by Leighton Schubert, signature authority for the Chancellor of the Blinn College District

Leighton Schubert
June 13, 2022
# APPENDIX A
Bryan Collegiate – Sequence of Courses

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Appendix B

Advising Terminology

As per SB 1276 (86th Legislature, 2019), below is the terminology related to advising for dual credit and college readiness.

Advanced Placement (AP) – College-level coursework designed by the College Board which provides students the potential to earn college credit with a qualifying score on an Advanced Placement exam.

Advising – Individualized academic guidance for students to help them succeed in their future education and career goals.

College Level Examination Program (CLEP) – Students can earn credit by examination by taking the CLEP exam.

Contact Hours – The total number of hours a class meets each week.

Degree Plan – A statement of the course of study requirements that an undergraduate student at an institution of higher education must complete in order to be awarded an associate or bachelor’s degree from the institution.

Dual Credit – High school students take college level courses, for both high school and college credit.

Drop – Dual credit students must request to be dropped from a class through the Blinn College Dual Credit Office.

Early Admissions – College level courses taken by high school students for college credit only.

Family Educational Rights and Privacy Act (FERPA) – A federal law that protects the privacy of student records at a public Institution of Higher Learning.

Lower Division Academic Course Guide Manual (ACGM) – The official list of courses approved for general academic transfer that may be offered by public community and technical colleges in Texas for state funding.

Math Placement Exam (MPE) – Students can earn credit by examination for math courses by taking the MPE.

Prerequisite – A course required to be successfully completed before taking another course.

Workforce Education Course Manual (WECM) – Provides community and technical colleges with web-based inventory of pre-approved courses developed in close partnership with Instructional Specialists representing a wide variety of technical fields.
Appendix C

Statewide Dual Credit Goals

As per HB 1638 (85th Legislature, 2017) below is the alignment of state goals for dual credit

**Goal 1:** Independent school districts and institutions of higher education will implement purposeful and collaborative outreach efforts to inform all students and parents of the benefits and costs of dual credit, including enrollment and fee policies.

Measures of implementation: Documentation summarizing collaboration and outreach efforts of IHEs and secondary school partners will be readily available and posted.

Examples:

1. Collaboration between ISDs and the Blinn College Dual Credit Program to host informational sessions for students, parents and community partners on the benefits and cost of dual credit opportunities.
2. Prospective Student Relations Advisors provide information about the College and dual credit opportunities at high school and community events.
3. High School Counselor Workshops are provided for area high school counselors. Information about departmental programs and College support services is offered.

**Goal 2:** Dual credit programs will assist high school students in the successful transition to and acceleration through postsecondary education.

Measures of implementation: Analysis of measures in enrollment in and persistence through postsecondary education, disaggregated by student sub-population.

Examples

1. The Office of Prospective Student Relations offers college tours.
2. Preview Days are offered, and students are able to learn about departmental information, Student Services, Student Life and Housing, if available.
3. Dual credit students are automatically transitioned to traditional students, once they reach the spring of their senior year.

**Goal 3:** All dual credit students will receive academic and college readiness advising with access to bridge them successfully into college course completion.

Measures of implementation: Analysis of measures in enrollment and degree completion, disaggregated by student sub-population.
Examples:

1. Advising and career counseling are offered to all dual credit students.
2. Dual credit students have access to the Learning Center, the Writing Center, Disability Services, Counseling, the Testing Center, Libraries and Open Computer Labs.

Goal 4: The quality and rigor of dual credit courses will be sufficient to ensure student success in subsequent courses.

Measure of implementation: Analysis of performance in subsequent course work.

Examples:

1. Institutional research data showing student performance in college credit.
2. In accordance with THECB regulations, and SACSCOC, Dual Credit instruction must follow the same curriculum, materials, grading, and rigor in all classes, regardless of location or modality.
3. College readiness requirements are in place for students to be eligible to participate in dual credit, as the courses taken are taught at a college-level.